

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

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Class Specifications
for the Classes:

GROUND MAINTENANCE SUPERVISOR I & II
(GROUND MTNCE SUPERVISOR I & II)

Duties Summary:

Supervises a group of employees engaged in the maintenance and beautification of landscaped areas; and performs other related duties as assigned.

Distinguishing Characteristics:

These are the full supervisory classes in the series.

The class of Grounds Maintenance Supervisor I differs from that of Groundskeeper II in that the Grounds Maintenance Supervisor I plans, lays out and inspects the work of a large group of groundskeepers and perhaps other workers in caring for, maintaining and beautifying landscaped grounds and adjacent areas on a substantially full-time basis and only occasionally may perform groundskeeping work; whereas the Groundskeeper II spends a majority of the work time in performing a variety of manual work in groundskeeping, and also supervises the work of a crew in the cleaning, care and maintenance of landscaped grounds and adjacent areas.

Grade Standards:

Grade I: This class is distinguished by its responsibility for exercising direct supervision over employees engaged in grounds maintenance activities.

Grade II: This class is distinguished by its responsibility for the supervision of employees engaged in grounds maintenance activities which, by virtue of the large numbers of such employees and the scattered work locales, is directed through subordinate working and/or full supervisors.

Examples of Duties:

Plans, makes work assignments and reviews the activities of employees performing tasks such as cleaning, sodding, mowing, planting, trimming, etc., of landscaped areas; supervises fertilizing, weeding and pruning activities; supervises the use

of insecticides, fungicides and herbicides; supervises the installation and maintenance of pipelines and sprinkler systems; may estimate time and labor costs; keeps records and prepares reports; may supervise groups of wards, patients or inmates in the performance of such activities; sees that chemicals, equipment and tools are properly and safely used; and may supervise routine cleaning of drains, gutters, paved areas, etc.

Minimum Qualification Requirements:

Experience and Training: Four (4) years of full-time work experience in the care, maintenance and propagation of plants, flowers, shrubs, lawns, and trees of which one (1) year shall have been as a participating supervisor; or an equivalent combination of experience and training.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Knowledge of: Propagation, cultivation, planting, pruning and care of plants, flowers, shrubs, trees, and lawns; methods of soil preparation for planting; kinds of fertilizers and their usage; common plant diseases and pests and means of their eradication or control; and proper usage and maintenance of light power equipment and hand tools.

Ability to: Supervise employees performing grounds maintenance tasks; instruct others in the operation of power equipment; maintain effective working relationships with others; follow oral and written instructions; and keep records and prepare reports.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently

and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the class specification for the classes GROUNDS MAINTENANCE SUPERVISOR I & II, approved on October 14, 1958.

DATE APPROVED: 1/2/85

JAMES H. TAKUSHI
 Director of Personnel Services